

NOTICE OF TERMINATION

EXPLANATION FOR TERMINATION

(State why termination was determined to be the appropriate discipline.)

DATE OF NOTICE: (Signed)
Appointing Authority

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Title of Position

APPROVED BY: DATE:
Head of Principal Unit

Please forward a copy of this notice to the Department of Budget and Management's Office of Personnel Services and Benefits — Attention: Employee Relations Division, at the time this notice is given to the employee.